

**CITY OF ROUND ROCK**  
**REQUEST FOR INFORMATION**  
**ROOFING SYSTEMS**

**PART I**

**GENERAL**

1. **PURPOSE:** The City of Round Rock, herein after "City", seeks information from qualified roofing contractors to better understand what the roofing market currently offers. This information may be used, in part, to assist the City in drafting specifications necessary to issue a subsequent Invitation to Bid (IFB) to replace the City's Police Department building roof. To determine which requirements may go into the IFB, the City seeks a comprehensive overview of what roofing systems are available in the market place that are most appropriate for the type of building described herein.
2. **BACKGROUND:** As the City works to continuously maintain and improve its facilities, roof maintenance is a top priority. The City of Round Rock's Police Department building was built in 1982 with an addition built in 1995. The building occupies approximately 125,000 square feet and is a one-story, flat roof design. Currently, the building is roofed with 60% roll asphalt and 40% modified bitumen. The installation of each was conducted in stages.
3. **BUILDING LOCATION:** The Police Department building and place of installation is 2701 N. Mays Street, Round Rock, Texas 78665. Respondent are permitted to drive by the building but discouraged from walking the site or seeking appointments at this time.
4. **SPECIFICATIONS:** The City seeks information on options and recommendations for energy efficient roofing systems, a description of the installation process and their associated warranties for buildings similar to the type described herein. Energy rebates are available for qualified systems such as reflective roofing. The City has a particular interest in obtaining these rebates if available.

The City seeks information on systems with a minimum 15-year warranty that can preferably be installed over the existing roof products. The City seeks an installation process that will not interrupt the daily operations of the facility.

5. **CLARIFICATION:** For questions or clarifications of specifications, you may contact:

**Joy Baggett**  
**Purchasing Department**  
**City of Round Rock**  
**Telephone: 512-218-6682**  
[jbaggett@roundrocktexas.gov](mailto:jbaggett@roundrocktexas.gov)

The individual listed above may be contacted by telephone or visited for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Round Rock through the Purchasing Department.

**PART II**

**SCHEDULE AND INSTRUCTIONS**

1. **RESPONSE INSTRUCTIONS AND DUE DATE:** Signed and sealed responses are due **March 22, 2013** at or before **3:00 PM** to the Purchasing Department.
  - 1.1. Responses may be in the form of website links, brochures, product specification sheets or other format.
  - 1.2. Responses may be mailed or e-mailed to the following address:  
**City of Round Rock**  
**Joy Baggett**  
**Purchasing Department**  
**221 E. Main Street**  
**Round Rock, Texas 78664-5299**  
[jbaggett@roundrocktexas.gov](mailto:jbaggett@roundrocktexas.gov)
  - 1.3. Samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.
2. **CONFIDENTIALITY OF CONTENT:** All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.
  - 2.1. Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.
  - 2.2. If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.